



LEED for Existing Buildings: Operations & Maintenance

LEED v4 BETA

Project Checklist

Project Name: MSHDA, Lansing MI

v4 documentation complete+GBCI reviewed

v4 documentation complete+clarified to GBCI

v4 documentation complete+ready for GBCI review

In progress

Continue tracking & Complete at end of PP

REV4 Updated: 9/9/2013

Y	?	N	RPC			Responsible Person			
4	3	8	Location and Transportation			Possible Points: 15	Primary/Support	NOTES	
8		7	Credit 1	Alternative Transportation (Option 1+Opt 2 @ 10%=4pts. Add 3 pts. @ 25%)			15	PH/GG	Documentation reviewed and approved by GBCI. Alternative transportation rate = 36%.
1	0	9	Sustainable Sites			Possible Points: 10			
Y			Prereq 1	Site Management Policy			Required	KT/PH-GG	Policy finalized. Implement & document.
		2	Credit 1	Site Development-Protect or Restore Habitat			2		
		3	Credit 2	Rainwater Management			3		
		2	Credit 3	Heat Island Reduction			2		
1			Credit 4	Light Pollution Reduction (Option 1 Fixture Shielding)			1	GG/KT	Delamp 2 exist. flagpole lights and replace with 2 pole mounted solar LED fixtures.
		1	Credit 5	Site Management			1		
		1	Credit 6	Site Improvement Plan			1		
6		6	Water Efficiency			Possible Points: 12			
Y			Prereq 1	Indoor Water Use Reduction			Required	GG/KT	Revised documentation received by GBCI. Will be reviewed upon first official review.
Y			Prereq 2	Building-Level Water Metering			Required	GG/PH	Continue inputting monthly water bills into Portfolio Manager. Keep copies of bills.
	1	1	Credit 1	Outdoor Water Use Reduction (1 pt for 30%/ 2 pts for 40%)			2	PH-KT/GG	Will calculate PP use compared to 3 year average
3		2	Credit 2	Indoor Water Use Reduction			5	GG	Documentation reviewed and approved by GBCI. Water savings = 21%.
1		2	Credit 3	Cooling Tower Water Use			3	GG	Documentation reviewed and approved by GBCI. Three cooling tower cycles achieved.
1		1	Credit 4	Water Metering (Have Irrig. And Cooling Tower Meters)			2	PH/GG	Continue keeping weekly logs for both meters
18	1	19	Energy and Atmosphere			Possible Points: 38			
Y			Prereq 1	Energy Efficiency Best Management Practices			Required	GG/KT-PH	Building O&M Manual completed.
Y			Prereq 2	Minimum Energy Performance (Energy Star=75)			Required	PH/GG	Continue to input utility bills into Portfolio Manager & share with GBCI & USGBC
Y			Prereq 3	Building-Level Energy Metering			Required	PH/GG	Continue to input utility bills into Portfolio Manager & share with GBCI & USGBC
Y			Prereq 4	Fundamental Refrigerant Management			Required	KT+QA/GG	Replacement feasibility analysis and phase-out plan completed
2			Credit 1	Existing Building Commissioning— Analysis			2	GG/KT-PH	Documentation reviewed and approved by GBCI.
2			Credit 2	Existing Building Commissioning—Implementation			2	KT+GG/PH	Develop Plan. Implement no and low cost measures identified in ASHRAE Level 2 Energy Audit. Develop 5 year plan for capital measures. Document training
		3	Credit 3	Ongoing Commissioning			3		
10	1	9	Credit 4	Optimize Energy Performance (PC6=10 pts for ES of 83 = current score)			20	PH/GG	Need access to PM to add parking area Continue to input utility bills into Portfolio Manager & share with GBCI & USGBC. RPC=4pts
		2	Credit 5	Advanced Energy Metering			2		
		3	Credit 6	Demand Response			3		
4		1	Credit 7	Renewable Energy and Carbon Offsets			5	PH/GG	Max of 4 pts for 100% RECs & VERs. Based on Eap2 usage. Get proposal. Evaluate cost benefit of RECs+VERs or just VERs. Enter into 2 yr. contract. RPC=2pts
		1	Credit 8	Enhanced Refrigerant Management			1		

2	2	4	Materials and Resources		Possible Points:	8	
Y			Prereq 1	Ongoing Purchasing and Waste Policy	Required	PH+GG/CH	Documentation reviewed and approved by GBCI.
Y			Prereq 2	Facility Maintenance and Renovation Policy	Required	PH+GG/CH	Documentation reviewed and approved by GBCI.
	2		Credit 1	Solid Waste Management- Ongoing	2	CH/PH	Develop process for collecting, recycling & documenting a) ongoing consumables (min=50%) & b) durable goods (min=75%). Also 100% of batteries and lamps.
		2	Credit 2	Solid Waste Management- Facility Management and Renovation	2		
1			Credit 3	Purchasing- Lamps	1	GG+KT	Need lamp product data
		1	Credit 4	Purchasing- Ongoing	1		
1		1	Credit 5	Purchasing- Facility Maintenance and Renovation (Opt 3)	2	GG/CH	Option 1 = Products & Materials (50% by cost). RPC=1pt

8	1	8	Indoor Environmental Quality		Possible Points:	17	
Y			Prereq 1	Minimum Indoor Air Quality Performance	Required	QA+GG/KT	Need to have QA measure OA intake, complete LEED USGBC 62MZCalc spreadsheet, document Ventilation & Exhaust system maint.
Y			Prereq 2	Environmental Tobacco Smoke Control	Required	PH/GG	Documentation reviewed and approved by GBCI.
Y			Prereq 3	Green Cleaning Policy	Required	KT+PH/GG	Documentation reviewed and approved by GBCI.
2			Credit 1	Indoor Air Quality Management Program	2	KT+GG/GG	Review EPA I-BEAM website, conduct Baseline IAQ Audit in Sept., correct issues found, complete report. Document with at least 2 IAQ control protocols
2			Credit 2	Enhanced Indoor Air Quality Strategies (Opt 1-Mats & Opt 2-MERV 13 filters)	2	GG/KT	Opt 1: Need to document walk-off mats at 2 regularly used entrance are 10' long. Opt-2: Need to purchase, install & log MERV13 filters in OA AHU
		1	Credit 3	Thermal Comfort	1		
		2	Credit 4	Interior Lighting	2		
		4	Credit 5	Daylight and Quality Views	4		
		1	Credit 6	Green Cleaning- Custodial Effectiveness Assessment	1		
1			Credit 7	Green Cleaning- Products and Materials	1	KT/PH+GG	1. Analyze current purchases for compliance to criteria. 2. Develop compliance plan. 3. Document & track. Purchases, by cost, must be min.=75%.
1			Credit 8	Green Cleaning- Equipment	1	KT/PH+GG	1. Inventory current equip. 2. Calc current equip. compliance. Min. 40% must comply. 3. Develop phase out & replacement plan for remaining 40%
2			Credit 9	Integrated Pest Management	2	KT/GG	Review and finalize policy. Implement & document Terminex contract
	1		Credit 10	Occupant Comfort Survey	1		1. Develop and conduct survey. Min. 30% response required. 2. Develop & implement corrective action plan if >20% dissatisfied.
4	0	2	Innovation		Possible Points:	6	
3		2	Credit 1	Innovation (2 EP credits + Educ Program)	5	GG	
1			Credit 2	LEED Accredited Professional	1	GG	

4			Regional Priority		Possible Points:	4	For Zip Code 48912: LTc1 @ 6 pts/SSc2 @ 3pts/SSc5/EAc4 @ 4pts/EAc7 @ 2pts/MRc5 @ 1pt
1			Credit 1	Regional Priority: MRc5	1	GG	
1			Credit 2	Regional Priority: LTc1@ 25%	1	GG	
1			Credit 3	Regional Priority: EAc4	1	GG	
1			Credit 4	Regional Priority: EAc7	1	GG	

47	7	56	Total	Possible Points:	110	
----	---	----	-------	------------------	-----	--

Certified 40 to 49 points Silver 50 to 59 points Gold 60 to 79 points Platinum 80 to 110